

Attachment 3
Senior Staff Application Procedures

Application Process

1. Review the below senior member positions and select the position that you feel best fits your encampment goals.
2. Print out a MSWG Encampment Form 17 (see annex 1) and complete it fully.
3. Print out a CAPF 60 (see annex 2) and complete it fully (both sides please).
4. Mail your Encampment Application and CAPF 60 to

MSWG Summer Encampment
305 Fechet Dr
Biloxi MS 39531

5. Senior staff appointments will be announced on/about 11 Apr 05. If we are unable to place you on to this year's staff, you will be notified and your application destroyed.
6. Please note that seniors are solely responsible for their own food expenses and billeting costs (if you choose to billet off base).

Senior Staff Positions

SENIOR MEMBER LINE STAFF

Tactical Officer (CPX {"X" replaced by flight letter}; 5 senior members required)
(note: technician rating in Cadet Programs preferred)

A Tactical Officer is a senior member assigned to each flight at an encampment. Tactical officers are selected from qualified applicants by the commandant of cadets with the approval of the encampment commander. Tactical officers are responsible to the commandant of cadets at the encampment.. The Tactical Officer shall accompany the flight at **all** times. Primary duties include

- Safety, health and well-being of the cadets.
- Training, guidance and assistance to the flight staff.
- Ensuring that the encampment training program is progressing in a satisfactory manner.

Please note that both male and female tactical officers are needed and tactical officers are required to billet in the SAC Facility.

SENIOR MEMBER SUPPORT STAFF (note: technician rating in the applicable staff area is preferred)

The senior member support staff is responsible for the day to day functions that allow cadet training to continue. Support staff personnel are selected by the executive officer with the approval of the encampment commander. Senior member support staff personnel will work with their cadet counterpart to ensure that, to the greatest extent possible, the cadet staff is completing the work of the encampment.

Administrative Officer (DA; 1 senior required)

- Processes applications for encampment
- Supervises in processing and out processing
- Mentors Cadet Administrative staff
- Setup and maintain files and records
- Initiates and processes correspondence
- Produces and administers an encampment critique form
- Prepares other various reports and statistics
- Performs related duties as required

Medical Officer (SO; 1 senior member required)

- Mentors Cadet Medical Officer or NCO
- Provides emergency medical attention to encampment personnel
- Arranges daily sick call
- Safeguards and dispenses medications (prescription and over-the-counter) that are brought in by the cadets
- Monitors outdoor activities to ensure cadets are drinking an appropriate amount of water
- Gives various medical briefings, including how to avoid heat related illnesses
- Performs related duties as required

Chaplain (HC; 1 senior member required)

- Responsible for moral and spiritual welfare of participants
- Conducts moral leadership classes, per CAPR 52-16, to fulfill encampment requirements
- Provides counseling, as necessary
- Performs related duties as required

Communications Officer (DC; 1 senior member required)

- Mentors Cadet Communications Officer or NCO (if applicable)
- Establishes a net control station at the SAC Facility
- Publishes a Communications Plan for encampment and assigns call signs to staff members who are issued a radio
- Assigns senior member and cadet staff personnel hand-held radios and maintains a log that documents the radio number that each staff member has.
- Provides training on how to operate the base station, hand-helds, and vehicle radios
- Assures that all radio operators comply with CAPR 100-1 Volume I and III.
- Works with the Admin Officer to publish a listing of staff members, their call sign, cell phone number, and room number (for those who are staying in billeting)
- Performs related duties as required

Public Affairs Officer (PA; 1 senior member required)

- Mentors Cadet Public Affairs Staff
- Responsible for the official release of all official information concerning the CAP Encampment
- Coordinates news releases for the base newspaper with the base public affairs officer
- May also contact the local media for additional news releases
- Ensures that pictures are taken at various encampment activities
- Supervises the creation of the daily newsletter
- Supervises the creation and content of the Encampment Website
- Delivers Certificates of Appreciation to base agencies

- Performs related duties as required

Finance Officer (FM; 1 senior member required)

- Maintains the encampment checking account
- Writes a check for each meal at the dining facility
- Monitors receipts from dining facility to ensure cadets are not ordering unauthorized items
- Writes checks for other various encampment expenses (hero shots, pool, hamburger cookout, etc).
- Provides for the safekeeping of any valuables that are collected during the initial luggage inspection (excessive cash, credit cards, etc.)
- Performs related duties as required

Logistics Officer (LG; 1 senior member required)

- Mentors cadet supply NCO
- Distributes linens and towels
- Monitors the condition of the SAC Facility, and coordinates with the reservists to arrange maintenance services (air conditioning, hot water, etc.)
- Oversees corporate vehicles, performs safety inspections on them to ensure roadworthiness, and signs vehicles out to CAP licensed drivers
- Monitors the laundry room and ensures that cadets are operating the washer and dryer correctly
- Ensures that an appropriate amount of bathroom supplies are available (paper towels, toilet paper, towels, and cleaning supplies)
- Performs related duties as required

Safety Officer (SE; 1 senior member required)

- A pre-encampment survey of encampment area, facilities and equipment to assure such items as:
 - Readily available fire extinguishers
 - Electrical equipment and wires do not present fire or shock hazards.
 - Potholes, glass, mud, hornet's nests or other hazards do not exist in areas occupied by personnel.
 - Unremoveable or unrepairable hazards will be adequately marked or identified to all participants.
- Conducts an initial safety briefing on day one, reviewing general safety precautions to follow while at the SAC Facility as well as fire evacuation procedures
- Publishes and posts fire evacuation maps
- Conducts routine safety briefings
- Works with the logistics officer to ensure that all fire exit signs and shower facilities have working light bulbs
- Works with the appropriate cadet and senior staff to arrange a fire drill
- Monitors SAC Facility building for general safety hazards and corrects them
- Practices situational awareness, correcting personnel who act in an unsafe manner

- Performs related duties as required

Equipment and Uniforms

Seniors should bring enough uniforms and personal items to be at the encampment for 7-8 days. Please utilize the cadet packing list as a guide for senior members. Please note, seniors are **REQUIRED** to wear complete and correct CAP uniforms during the activity.

BDUs, the CAP Field uniform, or a blue knit shirt and gray trousers/slacks are the appropriate uniform when cadets are in BDUs. Blues (shirt and trousers) or white aviator shirt and gray trousers/slacks is the appropriate uniform when cadets are in blues. Senior member compliance with the CAP uniform manual is critical in this training environment.

Annex 1

MS WG Encampment Form 17 -- SM Application for Encampment



Sr Application --
EncForm17.doc

Annex 2

CAPF 60 -- Emergency Notification Data



capf060.dot